

28 FEB 03

Shutdown Procedures for scheduled outages.

1. Send out email to all NDCSW users in advance list time Mid plans to shutdown all Servers and time MID plans to bring all Servers back online.
2. Shutdown procedure will be performed as follow.
 - A. Properly shutdown all Servers.
 - B. Turn off all Hub Switches.
3. Restoring Procedures:
 - A. Turn on power to all hub switches and verify that link status light appears.
 - B. Turn on and logon to Server and ensure there is network connectivity.
4. Check off list for HQ location as follows:

SERVERS	Location		Hub Switch	Location
Server1	Server Room		R1-8A	Server Room
Server01	Server Room		Opman Dept	Opman Dept
Server02	Server Room		C1-128	C1-128
SPMS	Server Room		2 nd Deck Cabinet	Aegd Check in desk
EXCH1	Server Room		Mail Room	Mail Room
SDD10	Server Room			
WEB	Server Room			
Fast data	Server Room			
DMS	Server Room			

4. Sample email message

Due to a scheduled power outage this weekend, all computers, monitors, and printers must be **shut down** in every department before leaving on Friday. This is to prevent possible damage to valuable equipment. The shutdown should be easy to do since all computers and monitors are to be shut down nightly, anyway, to conserve energy.

Please ensure all are shut down on Friday, remind co-workers, and check on multi-use computers too.

Network services will be shut down by MID at 0800 Saturday, Feb 1st and restored 0900 Sunday, Feb 2nd.

